



# Institution Supplement

OPI: Correctional Services  
NUMBER: MIA-5267.06B  
DATE: July 31, 2002  
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To implement inmate visiting policies, procedures and guidelines at the Federal Correctional Institution and satellite camp, Miami, Florida. **This supplement must be read in conjunction with the current Program Statement on Visiting Regulations, for a clear understanding of all requirements.**
2. **DIRECTIVES AFFECTED:**

I. S. MIA-5267.06A, Visiting Regulations, dated July 30, 2001, is rescinded.
3. \* **PROCEDURES:** Unless otherwise noted, all procedures outlined in this supplement will be consistent at both the FCI and at the satellite camp. All inmate visits will be conducted in the designated Visiting Rooms and established patio areas. Separate areas within the Visiting Rooms are provided for attorney visits. There are designated areas for children to play; however, children **must** be supervised by the visitor at all times.

\* A. **Visiting Schedules:**

FCI		SATELLITE CAMP	
MONDAY	8:00 am - 3:00 pm	MONDAY	5:00 pm - 8:30 pm
THURSDAY	8:00 am - 3:00 pm	THURSDAY	5:00 pm - 8:30 pm
FRIDAY	8:00 am - 3:00 pm	FRIDAY	5:00 pm - 8:30 pm
SATURDAY	8:00 am - 3:00 pm	SATURDAY	8:00 am - 3:00 pm
SUNDAY	8:00 am - 3:00 pm	SUNDAY	8:00 am - 3:00 pm
HOLIDAYS	8:00 am - 3:00 pm	HOLIDAYS	8:00 am - 3:00 pm
Visitor processing stops <b>2 hours</b> prior to cessation of visiting		Visitor processing stops <b>1 hour</b> prior to cessation of visiting	

- B. **Number of Visits/Frequency of Visits.** Visiting for FCI inmates will be based on a point system. On the first day of each month, all FCI inmates will be credited six (6) points. Inmates will be charged one point for every "weekday" visit and two points for every "weekend" and "holiday" visit. Visiting points are automatically deducted by the Computer Visiting Program. When inmates have exhausted their points, visiting privileges will be

discontinued until the first day of the upcoming month. Points will not carry over from one month to the next. **The satellite camp inmates are not on a point system.**

- \* Visitation is based on an odd/even system; and is dependant on the last digit of the first five numbers of the inmate register number. For months ending with consecutive odd number days, the Warden will post instructions for that particular situation. **Satellite Camp utilize the odd/even system on weekend days and holidays only.** Thanksgiving and Christmas visiting will be both odd and even number inmates and no points will be charged.

Due to the high volume of visits on Sundays and Holidays, FCI inmates will be limited to a two-hour visiting period on these days. The two-hour limitation will also be enforced when overcrowding occurs at the satellite camp; and whenever overcrowding occur at the FCI.

- \* Due to space limitations, inmates will be allowed a total of five (5) adult visitors and three (3) small children (under 3 years of age). Children older than 3 years and/or using a Visiting Room chair, will be counted towards the adult limit.

Visitor may visit only one inmate at a time unless the inmates are immediate family members. Inmates should address questions relating to visiting more than one inmate at time with their Unit Team. If approved, there will be no more than six (6) adults permitted to visit at the table during this period (including the inmates). **Note:** Each inmate will be charged the appropriate points for this visit.

As FCI Miami is not a hold-over facility and does not have inmates in this status, we do not provide hold-over visitation.

- C. **REGULAR VISITORS.** Ordinarily, within the first five (5) working days after arrival, inmates will be allowed to establish a visiting list.

1. Members of the Immediate Family. Definitions of immediate family are outlined in the current Program Statement on Visiting Regulations. For individuals with a different family name to be considered for visiting, documentation should be submitted to the Unit Team. The Unit Team member will verify the visitor's status as immediate family prior to the initial visit.

- \* The mother of an inmate's child(ren), not legally married to the inmate, will be considered for visiting only when accompanied by that child(ren).

- \* 2. Visits by Other Persons. Definitions and processing guidelines for allowing visits by other than immediate

family members, is outlined in the current Program Statement on Visiting Regulations.

- \* 3. Pastoral/clergy visits. Pastoral/clergy visits are defined in the current Institution Supplement on Religious Beliefs and Practices. Visits by inmates' "minister of record" **will not** count towards regular visiting points; however, other clergy visits will, unless pre-approved by the Chaplain.

- \* D. Special Visits. Special visits will be in accordance with the current Program Statement on Visiting Regulations. Although discouraged, special visits as described below can be authorized by the Unit Manager; and should be limited to extraordinary circumstances. Special visits, for the purpose of this supplement are defined as:

Inmate wishing to visit on other than their normal day,  
Inmate wishing to visit on consecutive days,  
Inmates requesting to visit in excess of the 2-hour  
limitation on Sundays/Holidays; or  
Inmates visiting with a person not on approved list.

Inmates will submit special visit requests well in advance of the visiting date. Once approved by the Unit Manager, a unit team member will notify the Front Lobby and Visiting Room Officers, **in writing**. The memo will detail when the visit is to take place, exactly who is visiting, and the rationale for granting the special visit.

E. Visits to Inmates Not in General Population.

(1) Hospital Patients:

- (a) Ordinarily, an inmate hospitalized in the institution's observation room will not have visits. Any decision about this inmate visiting will be approved by the Clinical Director (Health Services Administrator, in his/her absence), after consultation with the Captain. The location of the visit, if approved, will be decided by the Clinical Director and the Captain as well.
- \* (b) Social visits for inmates hospitalized in the community will not be allowed unless authorized by the Captain. The Captain will consult with the Clinical Director (Health Services Administrator, in his/her absence), and the respective Unit Manager, prior to making the approval. Security concerns will be strongly considered; and the visits will be in accordance with the medical facility visiting policy and times. If a visit is approved, it will be limited to immediate family only.

- (2) Special Housing Unit (SHU): SHU inmates will be allowed to visit, unless visiting is denied for security reasons or disciplinary matters. SHU inmates will be seated at designated tables next to the Visiting Room Officer's station.

Inmates in SHU are from time to time separated from other inmates in the institution. To ensure the safety of these individuals, clearance will be obtained prior to the inmates' exit from the Special Housing Unit. **At no time** will inmates who are CIM separatees or other separation concerns be allowed into the visiting area at the same time.

- F. Preparation of the Visiting List. A Unit Team member will be responsible for maintaining an inmate's approved visiting list. Procedures for approving visitors are outlined in the current Program Statement on Visiting Regulations. The attachments outlined in that program statement will be used. A maximum number of eighteen (18) persons will be authorized on the inmate visiting list.

\* Whenever an individual is approved for visitation, a Unit Team member will load the information into the Visiting computer program. A copy of the current visiting list will be provided to the inmate and a copy will be placed in the inmate's Central File. The Unit Team will provide the inmate a copy of the Visiting Guidelines (Attachment 1). The inmate will be responsible for sending this form to his approved visitor(s) prior to their first visit.

Ordinarily, a visitor will be approved to be on only one inmate's visiting list. Any questions or exceptions to this policy will be addressed by the inmate's Unit Team and will require approval by the respective Unit Manager.

- G. Visitors Entering the Visiting Room. Inmate visitors will be processed as outlined in the current Institution Supplement on Entrance and Exit Procedures.

- \* (1) Dress Requirements. Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is sexually suggestive or revealing is prohibited. No bare feet will be allowed except for infants. **Clothing similar to that issued to inmates is not allowed.**

**Prohibited Attire:**

Shorts of any kind (except for small children)  
Transparent clothing  
Sleeveless blouses or shirts  
Bathing suits

Mini Skirts  
Crop tops  
Sun dresses  
Halter tops  
Backless tops  
Hats, caps, head scarfs  
Wrap around skirts  
Spandex pants, skirts or tights, Leotards  
Sweat pants/sweat shirts  
Shirts or jeans with holes

\* (2) Visiting Room - Authorized items:

Wallet or small clear plastic bag  
Money (Up to \$25 in denominations not larger than \$5.00)  
Valid Photo identification  
Essential medication (limited to the amount needed during the visiting period) - controlled by staff.  
An overgarment (coat, jacket, sweater)

Authorized items for infants and/or children:

Four (4) Diapers  
One (1) package of baby wipes (unopened)  
One (1) change of infant clothing  
Two (2) baby bottles with contents  
Two (2) small jars of unopened baby food  
One (1) receiving blanket  
One (1) see-through drinking cup

\* (3) Visiting Room - Prohibited items:

Tobacco products	Handbags
Strollers, baby carriers	Newspapers
Baby diaper bags	Magazines
Toys	Electronic Equipment
Pocket knives	Chewing Gum
Feminine Hygiene Products	

Staff will contact the Operations Lieutenant or the current Duty Officer prior to denying a visitor entry into the institution based on their attire. Visitors with excess money or personal items which are not authorized, will be asked to remove them from the institution.

There are a limited number of lockers reserved for use by visitors who do not have vehicles on the premises. Items too large to fit into lockers must be removed from the institution. When utilizing the lockers, visitors will be given a key; and they will keep it until they are ready to depart the institution. **At no time will any staff hold any item belonging to a visitor.**

H. **Inmates Entering the Visiting Room.** Inmates will be dressed in institution-issued trousers, shirts and footwear. No tennis shoes are permitted in the Visiting Room.

(1) **Authorized items** for inmates in Visiting Room:

One comb  
One handkerchief  
One wedding band (no stone)  
One religious medallion (with chain)  
Prescription eyeglasses

All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate.

All inmates entering the FCI Visiting Room will be pat searched upon entering. Staff will conduct a visual search on all inmates departing the Visiting Room.

Inmates entering the satellite camp Visiting Room will be randomly pat searched prior to entering; and staff will randomly conduct visual search on inmates departing.

(3) With prior approval, inmates will be allowed to bring legal materials into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband; however, the contents will not be read.

I. **Visiting Room Patio Area (FCI only).**

- The patio area will only be utilized as an overflow for the main indoor visiting room.
- Visitors that have children in the playroom will not be assigned to the patio area. They must be able to observe their children in the playroom during their visit.
- Inmates currently on the drug suspect list, will not be allowed in the patio area.
- The patio gates are not to be used at any time during visiting.

J. **Inmate and Visitor Conduct within Visiting Room.** The inmate is responsible to ensure all visits are conducted in a quiet and dignified manner. Inmates and their visitors are responsible for the behavior of their children. Any visits not conducted in an appropriate manner will be terminated. If a visit is terminated, Visiting Room staff will prepare a memorandum to the Unit Manager, through the Operations Lieutenant; with a copy forwarded to the Captain.

Visitors arriving in the Visiting Room will report to the Visiting Room Officer. The Officer will assign seating at all times in the FCI Visiting Room. Inmates will report to the Visiting Room Officer when they enter. Embracing and kissing by inmate family members will be permitted only at the initial greeting and at the conclusion of the visiting period. Limited physical contact reduces the opportunity for contraband to be introduced into the institution.

Inmates are permitted to leave their assigned seating area only for the following purposes:

- to use the vending machines (3 inmates at one time)
- to go to the photo area (1 inmate at a time, and
- upon completion of his visit

Inmates desiring to use the restroom, must request a staff escort from the Officer at the Officer's station.

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In order to ensure the safe and secure operation of the institution, all areas of the Visiting Room may be under staff and/or camera surveillance at all times. Visiting Room Officers should be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to suspect that materials are being passed which constitute a violation of the law or regulations, the Visiting Room Officer will examine the item. The Operations Lieutenant will be notified immediately whenever there is a reason to suspect contraband is being passed.

Any effort to violate visiting regulations will result in disciplinary action for the inmate. Disciplinary action may include denial of future visits; and criminal prosecution may be initiated against the visitor and the inmate.

The Operations Lieutenant and/or Institution Duty Officer may terminated visits for the following reasons:

- disruptive or improper conduct by the visitor or inmate,
- suspected introduction of contraband by visitor,
- failure to supervise children visiting, or
- inmate/visitor's continued failure to comply with visiting regulations; or

A. **Visitors Departing the Visiting Room/Institution.**

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Once the visit is complete, inmates will report to the Visiting Room Officer to be re-identified. Once identified, the inmate will be processed out of the Visiting Room. All visitors will move to the exit door to await an escort. Adult visitors will surrender their photo identification cards to the escorting officer prior to leaving the Visiting Room. A maximum of six (6) adult visitors will be escorted out of the Visiting Room at one time.

The escorting officer will process the visitors out through the Front sally-port, identifying each by name, photo identification, and black-light stamp. The Front Lobby Officer will complete the exit process for all visitors as outlined in the current Institution Supplement on Entrance and Exit Procedures.

4. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services

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Ed Gonzalez, Warden



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FEDERAL CORRECTIONAL INSTITUTION  
MIAMI, FLORIDA

**VISITING REGULATIONS  
VISITORS HANDOUT**

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Satellite Camp, Miami, Florida. It is the philosophy of this institution that inmate contact (visits) with family and other persons will help an offender to plan a more realistic future for his return to society.

**Basic Regulations.** All visitors will enter the institution at the front entrance. Each visitor must provide **valid photo identification, (e.g., driver's license, passport)** before being allowed to visit. Any person(s) not permitted to visit may not remain in the institution or parking lot. Approved visitors will not be allowed to go to and from their vehicles unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked and the windows are closed.

Each inmate is provided with an unlimited amount of visiting time during regular visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. However, due to the high volume of visits on Sundays and holidays, FCI inmates will be limited to a two-hour visiting period on these days. The two-hour limitation will also be enforced when overcrowding occurs at the satellite camp; and **whenever** overcrowding occur at the FCI.

Inmates will be allowed a total of five (5) adult visitors and three (3) small children (under 3 years of age). Children older than 3 years and/or using a Visiting Room chair, will be counted towards the adult limit. The Institution Duty Officer and the Operations Lieutenant has the right to terminate any visit due to improper conduct on the part of the inmate or his visitor(s). Visiting room capacity, weather, frequency of visits, and distance traveled will be determining factors when a decision to terminate a visit is made.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized bags, purses, packages). Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items or tobacco products. There are vending machines in the visiting room from which food snacks can be purchased. A small see-through coin purse is recommended with proper ID and no more than \$25.00 for use in the vending machines.

**Visitor Dress Requirements:** Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is sexually suggestive or revealing is prohibited. No bare feet will be allowed except for infants. **Clothing similar to that issued to inmates is not allowed. Prohibited Attire includes:**

Transparent clothing	Sleeveless blouses/shirts	Bathing suits
Mini Skirts	Crop tops	Sun dresses
Halter tops	Backless tops	Hats, caps, head scarfs
Wrap around skirts	Spandex pants, skirts/tights	Leotards
Sweat pants/sweat shirts	Shirts/jeans with revealing holes	
Shorts (small child only)		

**Visiting Room - Authorized items:**

Wallet or small clear plastic bag	Money (Up to \$25 - bills larger than \$5.00)
Valid Photo identification	An overgarment (coat, jacket, sweater)
(4) Diapers	(1) package of baby wipes (unopened)
(1) change of infant clothing	(2) baby bottles with contents
(2) sm jars unopened baby food	(1) receiving blanket
(1) see-through drinking cup	

**Visiting Room - Prohibited items:**

Tobacco products	Handbags	Strollers	Baby carriers
Newspapers	Baby diaper bags	Magazines	Toys
Electronic Equipment	Pocket knives	Chewing Gum	Feminine Hygiene Products

Individuals with medical problems which require them to carry medication into the visiting room **must** inform the Front Lobby Officer of their condition and receive permission to carry the medication into the visiting room. The Visiting Room Officer will have control of the medication while the visit is in progress.

**Visiting Times:**

FCI		SATELLITE CAMP	
<b>MONDAY</b>	8:00 am - 3:00 pm	<b>MONDAY</b>	5:00 pm - 8:30 pm
<b>THURSDAY</b>	8:00 am - 3:00 pm	<b>THURSDAY</b>	5:00 pm - 8:30 pm
<b>FRIDAY</b>	8:00 am - 3:00 pm	<b>FRIDAY</b>	5:00 pm - 8:30 pm
<b>SATURDAY</b>	8:00 am - 3:00 pm	<b>SATURDAY</b>	8:00 am - 3:00 pm
<b>SUNDAY</b>	8:00 am - 3:00 pm	<b>SUNDAY</b>	8:00 am - 3:00 pm
<b>HOLIDAYS</b>	8:00 am - 3:00 pm	<b>HOLIDAYS</b>	8:00 am - 3:00 pm
Visitor processing stops <b>2 hours</b> prior to cessation of visiting hours		Visitor processing stops <b>1 hour</b> prior to cessation of visiting hours	

**Institution Location:**

Federal Correctional Institution  
15801 SW 137<sup>th</sup> Avenue  
Miami, Florida 33177  
(305) 259-2100

From the Palmetto Expressway, take SR-874 south towards toll road/Homestead and continue on the Florida Turnpike. Exit on SW 152<sup>nd</sup> Street and turn right onto SW 117<sup>th</sup> Avenue. Turn right on Coral Reef Drive (152<sup>nd</sup> Street). Continue to and turn left onto SW 137<sup>th</sup> Avenue. Continue for about one half mile. The institution will be on the left. When you enter the institution, make an immediate right and then a left into the Visitor's Parking Lot. The FCI is to the left and ahead of the parking lot and the satellite camp is to the right of the parking lot. **Taxi Service can be reached at: (305) 444-4444 or (305) 888-8888.**

**Visiting Room Conduct.** A short embrace at the beginning of the visit and when it has terminated is the only physical contact which will be allowed. Any excessive display of affection between inmate and visitor will not be permitted and could result in termination of the visit. Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Visitors may be denied entry by the Operations Lieutenant or Institution Duty Officer for non-compliance. Excessively provocative attire is reason to deny and/or preclude visiting.

**Penalty for Violation of Visiting Regulations.** Any effort to violate the visiting policies of the institution may result in disciplinary action against the inmate; which may include the denial of future visits. If warranted, criminal prosecution may be initiated against the visitor, the inmate, or both.

It is a Federal crime to bring upon the institution grounds any firearms, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 USC 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,999, or both, to a person who provides or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, Breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry into the institution.